

**Town of Auburn  
Board of Selectmen  
February 27, 2017  
Town Hall  
7:00 p.m.**

**() Call to Order – Pledge of Allegiance**

Approval of Payroll for Week of February 20<sup>th</sup>, 2017

Approval of Accounts Payable for Week of February 27<sup>th</sup>, 2017

Consent Agenda – as of February 27<sup>th</sup>, 2017

**() Appointments with the Board**

**() New Business**

Encumbered Funds from 2016

Griffin Mill Bridge Project

Perambulation of Town Line with Hooksett

2017 Road Reconstruction

**() Old Business**

Fiscal Issues for Rockingham County

**() Other Business**

**() Minutes**

- February 14<sup>th</sup>, 2017 Public Meeting

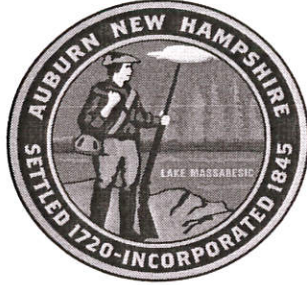
**() Non-Public Session**

Pursuant to the provisions of RSA 91-A: 3, II (d) – Consideration of the acquisition, sale or lease of property

*Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."*

## Town of Auburn

Town Hall  
47 Chester Road  
P.O. Box 309  
Auburn, NH 03032



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: February 23, 2017

Re: 2016 Encumbered Amounts

Attached is a report from Finance Director Adele Frisella outlining the funds from 2016 that are recommended for the Board of Selectmen to vote to encumber and carry forward into 2017.

As you will see from Adele's report, the funds combined total \$246,493.46 and are for the Master Plan & Capital Improvement Program Updates (\$33,682.36), Griffin Mill Bridge design & construction (\$127,190.96), and Old Candia Road Hazardous Mitigation Project (\$85,920.14).

The decision to encumber and carry these funds forward for these projects requires an action of the Board of Selectmen to do so.

Should the funds not be encumbered, they would formally lapse to the general fund and would not be available for these three projects.

If the Board is in agreement with carrying these funds forward, it would be appropriate for a motion and vote as follows:

*Move to encumber funds from FY 2016 to include \$33,682.36 for Master Plan & CIP Updates, \$127,190.96 for Griffin Mill Bridge design & construction, and \$85,920.14 for Old Candia Road Hazard Mitigation Project.*

Thank you for your consideration.

# MEMO

Date: February 22, 2017

To: Board of Selectmen

From: Adele A. Frisella  
Finance Director

Re: 2016 Encumbered Amounts

This is to verify encumber amounts from the year ended, December 31, 2016. These amounts represent expenditures not made before the end of the year, but the projects had been agreed to in 2016 or prior. The Master Plan and CIP are being continued into 2017 with an encumbered amount remaining of \$33,682.36. Griffin Mill Bridge is not anticipated to begin until July of 2020 with \$127,190.96 encumbered for 2017. Old Candia and Raymond Road Hazardous Mitigation should be completed in 2017 with \$85,920.14 encumbered for the Old Candia Road portion.

\$ 33,682.36	Master Plan & CIP Updates	01-4191-3-390-2
127,190.96	Road Recon/Griffin Bridge	01-4909-9-930-0
<u>85,920.14</u>	Old Candia Road & Raymond Road Hazardous Mitigation	01-4909-9-930-7
\$246,493.46		

## Town of Auburn

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## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: February 17, 2017

Re: Griffin Mill Bridge Project Funding

As you are aware, the Griffin Mill Bridge project has been on the back burner for the past few years due to its schedule in the NH Department of Transportation (NHDOT) FY 2022 funding (which begins on July 1, 2021). But it appears there may be an acceleration of funding for road and bridge projects in the near term that could put us on a faster schedule.

The Governor's budget presented last week includes additional funding for municipal roads & bridges and other infrastructure projects. My understanding at this point is there is a potential of as much as \$80 million being made available at the end of the current budget year (June 30, 2017) for one-time local projects and infrastructure. It has been verbalized at a meeting I attended on February 17<sup>th</sup> that as much as \$30 million of that amount will be earmarked for roads and bridges.

Perhaps for a bit of perspective, the NHDOT annually has an appropriation of \$7 million to be used for the municipal bridge aid program. The potential of the additional \$30 million would, at a minimum, double the municipal bridge aid funds or more, accelerating projects that are already within the program.

Unfortunately, nothing is going to be definite until late in the budget process as the House first takes its turn at the budget, and then the Senate. No one will know with certainty what the final numbers and all will be until mid-to-late June.

With this potential in hand, and knowing we have our initial design money already in hand, I have suggested to Rene LaBranche at Stantec that this project be brought forward so the design and permitting could take place in the Town's FY 2017 to early 2018. In that way, should funding from the State become available sooner, Auburn will be in a position to move forward with this work.

Thank you for your consideration.





# Auburn-Hooksett Preamblelation 2017

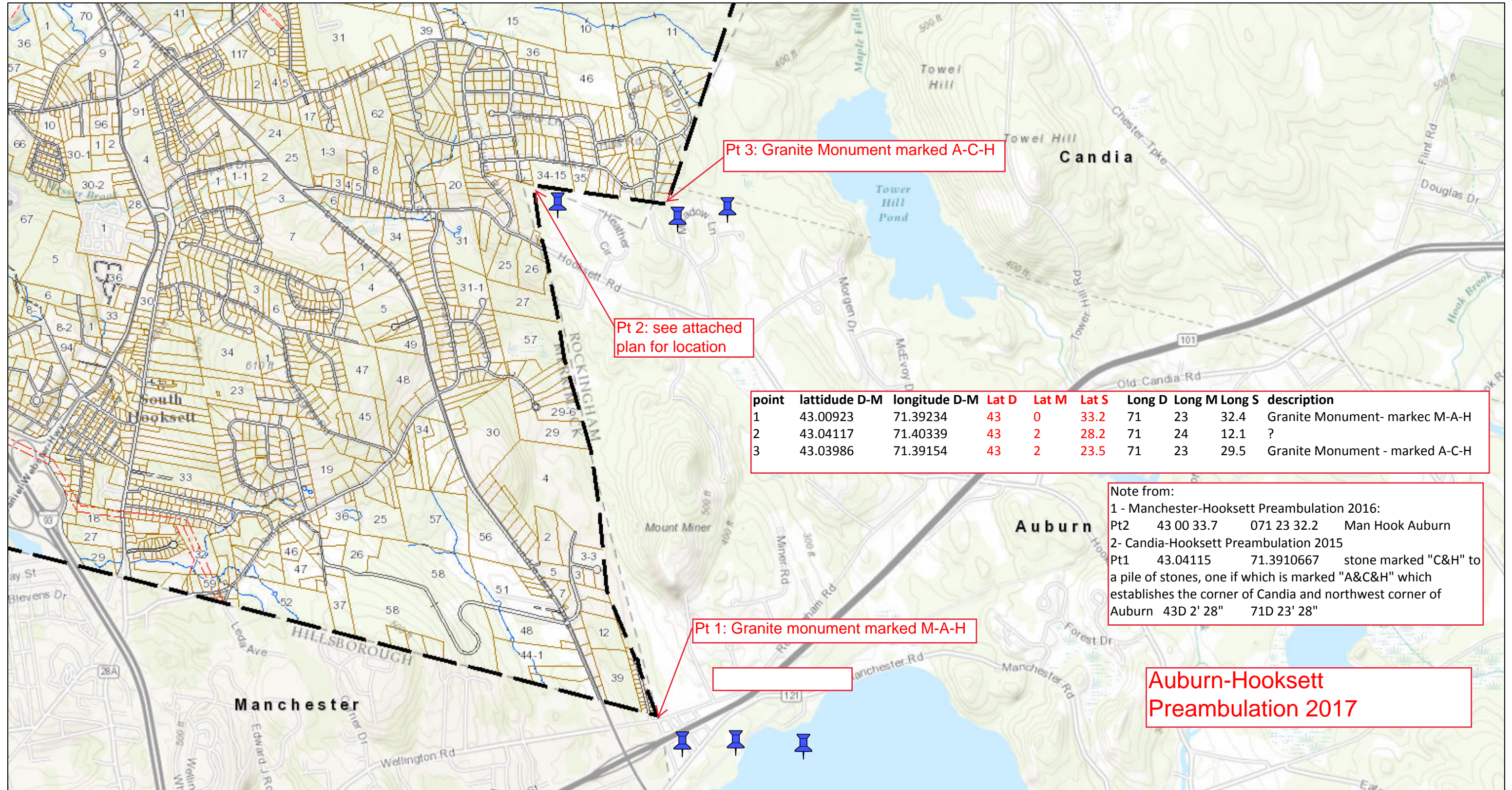
Auburn/Hooksett, NH

1 inch = 2000 Feet



www.cai-tech.com

February 8, 2017

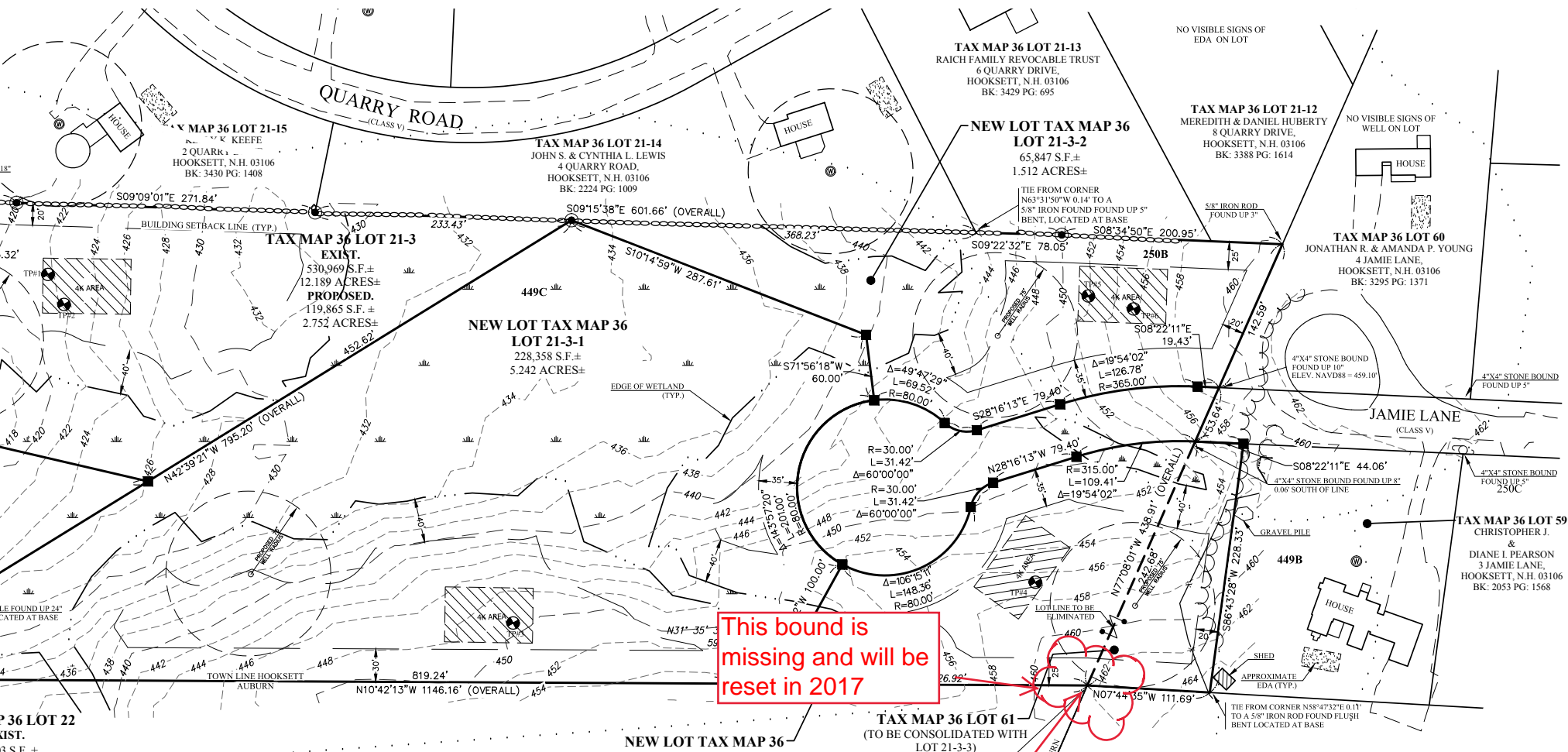


point	latitude D-M	longitude D-M	Lat D	Lat M	Lat S	Long D	Long M	Long S	description
1	43.00923	71.39234	43	0	33.2	71	23	32.4	Granite Monument- marcec M-A-H
2	43.04117	71.40339	43	2	28.2	71	24	12.1	?
3	43.03986	71.39154	43	2	23.5	71	23	29.5	Granite Monument - marked A-C-H

Note from:  
1 - Manchester-Hooksett Preamblelation 2016:  
Pt2 43 00 33.7 071 23 32.2 Man Hook Auburn  
2- Candia-Hooksett Preamblelation 2015  
Pt1 43.04115 71.3910667 stone marked "C&H" to  
a pile of stones, one if which is marked "A&C&H" which  
establishes the corner of Candia and northwest corner of  
Auburn 43D 2' 28" 71D 23' 28"

Auburn-Hooksett  
Preamblelation 2017





## WETLAND CERTIFICATION

THOMAS E. SOKOLOSKI, CERTIFIED WETLAND SCIENTIST #127, OF TES ENVIRONMENTAL CONSULTANTS, LLC OF BOW, NH PERFORMED THE WETLAND MAPPING ON APRIL 25 AND JULY 25, 2016 ACCORDING TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL AND THE REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, VERSION 2.0, JANUARY 2012, US ARMY CORPS OF ENGINEERS.

SCALE: 1" = 60'



GRAPHIC SCALE

## SYMBOL LEGEND

	FLAG POLE		BOUND FOUND
	WELL		IRON PIPE FOUND
	OVERHEAD WIRE		UTILITY POLE
	IRON PIN FOUND		DRILL HOLE TO BE SET
	BOUND TO BE SET		WETLAND
	COUNTY SOIL SURVEY LINE		

NO.	DATE	DESCRIPTION	BY

**TAX MAP 36 LOTS 22, 21-3 & 61**  
**TOPOGRAPHIC PLAN**  
PREPARED FOR:  
**J.K. MULLIKIN & SON HOMES, LLC.**  
LOCATED AT:  
**87 & 89 AUBURN ROAD**  
**HOOKSETT, NEW HAMPSHIRE**

**S&H LAND SERVICES**  
**SHLANDSERVICES.COM**  
1717 WELLINGTON ROAD - MANCHESTER, NH  
PHONE: (603)-628-8500, FAX: (603)-546-7791

SCALE: 1"=60'	DATE: NOV. 15, 2016	FB. 14 PG. 77 TSC2/3	JOB #2016173
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## Bill Herman

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**From:** Jim Donison <JDonison@hooksett.org>  
**Sent:** Tuesday, February 21, 2017 7:58 AM  
**To:** Bill Herman  
**Subject:** FW: fauburn and hooksett town line - preambulation  
**Attachments:** auburn-hookett preambulation 2017 map.pdf; pt 2 auburn-hooksett preambulation near jamie Lane 2017.pdf

bill, would the town of auburn be willing to split the cost of placing a new town bound (which is missing) cost is \$329

let me know  
I have authorized the surveyor to proceed

see attached plan of where it should be, but it is missing

**James J. Donison, P.E.**  
*Assistant Public Works Director/Town Engineer*  
35 Main Street, Hooksett, NH 03106  
(603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

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**From:** tomh [mailto:[tomh@shlandservices.com](mailto:tomh@shlandservices.com)]  
**Sent:** Monday, February 20, 2017 1:39 PM  
**To:** Jim Donison  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

Hi Jim,

The cost for the bound with the lettering is \$79.00 Our labor cost would be \$250.00 for a total of \$329.00 to set the new bound. Please let me know if you want me to proceed and order the bound to be set. Have a great day.

-Tom

**Tom Huot, LLS - Owner**  
**S&H Land Services, LLC**  
1600 Candia Road  
Suite #5  
Manchester, NH 03104  
Tel. (603) 628-8500 Fax. (603) 546-7791  
email: [tomh@shlandservices.com](mailto:tomh@shlandservices.com)  
[shlandservices.com](http://shlandservices.com)

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**From:** Jim Donison [mailto:JDonison@hooksett.org]  
**Sent:** Friday, February 17, 2017 8:11 AM  
**To:** tomh <tomh@shlandservices.com>  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

great

**James J. Donison, P.E.**  
*Assistant Public Works Director/Town Engineer*  
35 Main Street, Hooksett, NH 03106  
(603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

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**From:** tomh [mailto:tomh@shlandservices.com]  
**Sent:** Thursday, February 16, 2017 4:04 PM  
**To:** Jim Donison  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

I will get a cost for the bound and let you know total cost once I do. Thanks.

---

**From:** Jim Donison [mailto:JDonison@hooksett.org]  
**Sent:** Thursday, February 16, 2017 4:00 PM  
**To:** tomh <tomh@shlandservices.com>  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

go with a 6x6 so it is substantial

**James J. Donison, P.E.**  
*Assistant Public Works Director/Town Engineer*  
35 Main Street, Hooksett, NH 03106  
(603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

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**From:** tomh [mailto:tomh@shlandservices.com]  
**Sent:** Thursday, February 16, 2017 3:25 PM  
**To:** Jim Donison; 'Jon Rokeh'  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

Hi Jim,

Would you want it to be a 6x6 piece of granite or 4x4. Thanks.

-Tom

**Tom Huot, LLS - Owner**  
**S&H Land Services, LLC**  
1600 Candia Road  
Suite #5  
Manchester, NH 03104  
Tel. (603) 628-8500 Fax. (603) 546-7791  
email: [tomh@shlandservices.com](mailto:tomh@shlandservices.com)



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**From:** Jim Donison [<mailto:JDonison@hooksett.org>]  
**Sent:** Thursday, February 16, 2017 3:20 PM  
**To:** Jon Rokeh <[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)>; Tomh <[tomh@shlandservices.com](mailto:tomh@shlandservices.com)>  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

yes, I see that on the plan – the tie info that is  
can you provide a price to install a granite marker with the letters A and H on it and I will see if auburn will share the costs with hooksett

**James J. Donison, P.E.**  
*Assistant Public Works Director/Town Engineer*  
35 Main Street, Hooksett, NH 03106  
(603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

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**From:** Jon Rokeh [<mailto:jon@rokehconsulting.com>]  
**Sent:** Thursday, February 16, 2017 3:18 PM  
**To:** Jim Donison; Tomh  
**Subject:** Fw: file 16-39 JL Millike 5 lot subdivision

Jim,

Please see the response below from Tom at S&H.

Jon Rokeh, PE  
Rokeh Consulting, LLC  
89 King Road,  
Chichester, NH 03258  
603-387-8688 (P)  
[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)  
[www.rokehconsulting.com](http://www.rokehconsulting.com)

----- Forwarded Message -----

**From:** tomh <[tomh@shlandservices.com](mailto:tomh@shlandservices.com)>  
**To:** 'Jon Rokeh' <[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)>  
**Sent:** Thursday, February 16, 2017 3:17 PM  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

The marker was gone. I think we have a tie to where it was supposed to be shown on our plan. He can contact me if he needs any other information.

---

**From:** Jon Rokeh [<mailto:jon@rokehconsulting.com>]  
**Sent:** Thursday, February 16, 2017 3:12 PM  
**To:** Tomh <[tomh@shlandservices.com](mailto:tomh@shlandservices.com)>  
**Subject:** Fw: file 16-39 JL Millike 5 lot subdivision

Got this question from Jim.

Jon Rokeh, PE  
Rokeh Consulting, LLC  
89 King Road,  
Chichester, NH 03258  
603-387-8688 (P)  
[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)  
[www.rokehconsulting.com](http://www.rokehconsulting.com)

----- Forwarded Message -----

**From:** Jim Donison <[JDonison@hooksett.org](mailto:JDonison@hooksett.org)>  
**To:** Jon Rokeh <[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)>  
**Sent:** Thursday, February 16, 2017 3:09 PM  
**Subject:** RE: file 16-39 JL Millike 5 lot subdivision

jon  
can you find out if the town line marker was found by the surveyor and what the coordinated are for it  
reason- I need to perform a perambulation survey with surrounding towns and need to know the town line  
marker locations

thank you

**James J. Donison, P.E.**  
*Assistant Public Works Director/Town Engineer*  
35 Main Street, Hooksett, NH 03106  
(603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

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**From:** Jon Rokeh [<mailto:jon@rokehconsulting.com>]  
**Sent:** Monday, December 19, 2016 2:03 PM  
**To:** Jim Donison  
**Subject:** Re: file 16-39 JL Millike 5 lot subdivision

Jim, on the street trees we are going to preserve existing trees to meet the requirement. Just wanted  
to make sure we are on the same page.

Thank you,

Jon Rokeh, PE  
Rokeh Consulting, LLC  
89 King Road,  
Chichester, NH 03258  
603-387-8688 (P)  
[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)  
[www.rokehconsulting.com](http://www.rokehconsulting.com)

---

**From:** Jim Donison <[JDonison@hooksett.org](mailto:JDonison@hooksett.org)>  
**To:** Jo Ann Duffy <[JDuffy@hooksett.org](mailto:JDuffy@hooksett.org)>; Jon Rokeh <[jon@rokehconsulting.com](mailto:jon@rokehconsulting.com)>; "Chris Stelmach

(cpstransport@comcast.net)" <cpstransport@comcast.net>; Denise Grafton <denise.grafton@yahoo.com>; Dick Marshall <bumpaclus@comcast.net>; Don Winterton <dwinterton@comcast.net>; Frank Kotowski <frkotowski@comcast.net>; Michael DiBitto <dibitto@msn.com>; Muamer Durakovic <durakovic87@gmail.com>; Paul Scarpetti <pscarpetti@comcast.net>; Tom Prasol <tom.prasol@gmail.com>; Tom Walsh <tcwiv1966@aol.com>

**Sent:** Monday, December 19, 2016 1:22 PM

**Subject:** file 16-39 JL Millike 5 lot subdivision

eng rww memo no 2 attached

**James J. Donison, P.E.**

*Assistant Public Works Director/Town Engineer*

*35 Main Street, Hooksett, NH 03106*

*(603) 485-8471 ext 241*

*jdonison@hooksett.org*

# Rockingham County Commissioners

Kevin L. Coyle, Chair  
Kevin St. James, Vice Chair  
Thomas Tombarello, Clerk

119 North Road  
Brentwood, NH 03833



Telephone: 603-679-9350  
Facsimile: 603-679-9354

commissioners@  
co.rockingham.nh.us

February 21, 2017

To the Towns and City of Rockingham County:

During the 2017 budget process, Rockingham's County Convention discussed and approved moving forward with changing Rockingham County from a calendar year to a July to June fiscal year. Legislation has been introduced (HB 144), and is expected to pass. We wanted to communicate with you the reasons for this move, as well as possible effects resulting from the fiscal year change.

One of the reasons for initiating the fiscal year change is to align the county's fiscal year with the state's fiscal year, which will result in more accurate amounts for both appropriations and revenues. Another reason is the move will allow more time for new Representatives and Commissioners to get acquainted with the budgetary process. Additionally, this will allow for a budget to be approved before the start of the fiscal year, instead of two months after the start, as is the current situation.

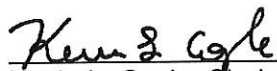
If this legislation passes, the change would become effective January 1, 2018, for the transitional fiscal period of 18 months. The County Convention and the Commissioners are also currently evaluating how municipalities will be billed for county taxes, once the new fiscal year is in place. For the transitional fiscal period, the Commissioners are in favor of having two-thirds of the apportionment due December 17, 2018. The remaining one-third would not be due until July 2019. After the transitional period, semi-annual billing would begin, with payments due in December and June.

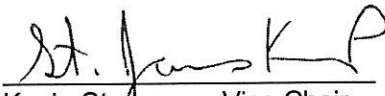
This is a fluid process and we will be updating you with more information as it becomes available. We would also be pleased to have the opportunity to discuss the 2017 budget with you individually, and answer any questions you may still have. If you would like to set up such a meeting, please contact as follows:

District 1 – Commissioner St. James [kstjames@co.rockingham.nh.us](mailto:kstjames@co.rockingham.nh.us)  
District 2 – Commissioner Tombarello [ttombarello@co.rockingham.nh.us](mailto:ttombarello@co.rockingham.nh.us)  
District 3 – Commissioner Coyle [kcoyle@co.rockingham.nh.us](mailto:kcoyle@co.rockingham.nh.us)

We look forward to hearing from you.

Sincerely,

  
Kevin L. Coyle, Chair

  
Kevin St. James, Vice Chair

  
Thomas Tombarello, Clerk



**Opinion > Columns (/Opinion/Columns/)**

# **My Turn: For decades, state has played major role in high property taxes**

By BILL HERMAN  
For the Monitor

Wednesday, February 22, 2017

We are in what has for a long time been one of my favorite times of year. It is the time when we gather with our friends and neighbors for annual town and school district meetings to determine the course our communities will take for the coming year.

Perhaps more than most, I enjoy these activities because I have been an active participant since 1977, when I first served as a supervisor of the checklist.

For the ensuing 39 years, I have been either town moderator, school district moderator, a selectman or a town administrator.

One of the reasons I enjoy these meetings is because you never know how they may turn out, what decisions will be made or what people might say.

A few weeks ago while attending my town's deliberative town meeting, I was particularly surprised to hear a state representative tell voters there was nothing the Legislature can do to reduce property taxes.

I was surprised because arguably there has not been an entity that has had a bigger impact on local property taxes in the past two decades than the Legislature.

One only has to look to the early 1980s when, in response to the Claremont education lawsuit, the Legislature reached into what had been the local property tax, claimed a part of it as its own, and established the "state education property tax" as "state" funds to meet the state's legal obligation toward education.

Since then, the state has held a portion of the property tax as its own.

In Auburn, the state education property tax represents approximately 12 percent of the town's total tax rate – not a small percentage for sure.

Even if it stopped there, that would be significant enough. But it doesn't. In the ensuing years, the Legislature, has:

Eliminated revenue sharing funds to the municipalities beginning in 2010. That was a loss of \$25 million annually to cities and towns.

Eliminated the state's long-standing share of local costs for the state retirement system, which had been provided since the 1940s when separate retirement programs were in place, and continued in 1967 when the Legislature required the separate programs become one with the state government. That was an annual loss of \$51 million in 2010. If the state continued to pay its 35 percent share, that would have been approximately \$80 million in 2016 due to recent pension rate increases.

Since 1977, the Legislature has reduced the municipal portion of the revenue received from the meals and rooms tax. The state is supposed to retain only 60 percent of the revenue, with the 40 percent balance going to municipalities. However, municipalities have never received close to 40 percent of the tax revenue, and lost \$58 million from 2010 to 2017 because of legislative amendments to the distribution formula.

Funding for the state's share of environmental grants for public wastewater and drinking water facilities, and also assistance with the closure of landfills, has been declining since 2007, when \$17 million was available annually and approximately \$7 million is available at present.

For the past 10 years, the state has ceased funding its share of disaster assistance for various natural disaster events like floods, severe wind storms or snow emergencies, where FEMA has assisted the state and local governments in covering the unanticipated expenses of these circumstances. This is supposed to be a partnership with the federal government covering 75 percent of the costs, and the state and the local governments each covering 12.5 percent. But the state has not covered any of its 12.5 percent share, leaving local governments to cover the full 25 percent.

I know it does not stop on the municipal side. School construction aid has been curtailed for local school districts, making the approval of potential building projects less certain with taxpayers.

And the county government has not been untouched either. Over the years, various programs and/or costs for nursing home care and other service programs have been shifted between the state and the counties, with the county government usually ending up with a larger portion of the costs.

In his budget address to the Legislature earlier this month, Gov. Sununu recognized the current lopsided nature of the state and local government partnership with his budget, including funding for some specific education and infrastructure programs.

Also, the House Executive Department and Administration Committee, followed by the full House of Representatives, acted favorably on HB 413, which would begin to restore part of the state's share of retirement system costs.

What has taken years to pull in one direction cannot be changed overnight. But these are two good first steps in recognizing the impact the state of New Hampshire has had on increasing local property taxes.

(Bill Herman is a resident of Concord and currently serves as the town administrator of Auburn.)

**Town of Auburn  
Board of Selectmen  
February 14, 2017**

**Selectmen Present:** James Headd & Dale Phillips

**Also Present:** Paula Marzloff and William Herman, Town Administrator

Mr. Headd called the public meeting to order at 2:00 p.m. and led the audience in the Pledge of Allegiance.

**Approval of Payroll for Week of February 6<sup>th</sup>, 2017**

*Mrs. Phillips moved to approve the Payroll Manifest in the amount of \$43,404.45 for the week of February 6<sup>th</sup>, 2017; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable for Week of February 13<sup>th</sup>, 2017**

*Mrs. Phillips moved to approve the Accounts Payable Manifest in the amount of \$795,571.17 for the week of February 13<sup>th</sup>, 2017; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.*

**Consent Agenda – Week of February 13<sup>th</sup>, 2017**

Pistol/Revolver License

Nine (9) License

*Mrs. Phillips moved to approve the Consent Agenda as presented; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.*

**Public Hearing -- Amending Town of Auburn Parking Regulation Ordinance**

Mr. Headd opened a public hearing at 2:02 PM for the purpose of receiving public comment concerning amending the Town of Auburn's "Parking Regulation Ordinance" to establish a non parking zone on the north side of Rockingham Road between Champagne Lane and Shea's Drive as recommended by the Fire Chief and the Highway Safety Committee.



The proposed amendment to the ordinance would add a new item "B" to Section 5: No Parking Zones as follows:

"Rockingham Road: In consideration for the specific safety considerations associated with the business area on Rockingham Road and the need for emergency vehicles to have a clear travel path to respond to calls for service throughout this area, there shall be parking allowed only on the south side of Rockingham Road between Champagne Lane and Shea's Drive. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the north side of Rockingham Road between Champagne Lane and Shea's Drive."

Mr. Headd noted this issue was discussed and agreed to by the Board at their January 30<sup>th</sup>, 2017 meeting when they authorized the Road Agent to post No Parking signs.

There was no public comment offered. Mr. Headd closed the public hearing at 2:06 pm.

***Mrs. Phillips moved to approve the proposed amendment to the Town of Auburn Parking Regulation Ordinance to establish a No Parking Zone on the north side of Rockingham Road between Champagne Lane and Shea's Drive. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

## **New Business**

### Bid Report – Sale of 2011 Ford Crown Victoria

The Board received a report on the five bids received for the sale of the 2011 Ford Crown Victoria. The bids ranged from a low of \$261 to a high of \$4,300.

***Mrs. Phillips moved to accept the bid of \$4,300 offered by Bradford Remillard of Auburn. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

### Appointment of Duck Race / Auburn Day Committee Volunteers

Mr. Herman provided the Board with the request received for the Town to appoint Daniel J. Carpenter, Susan & David Jenkins. David Rogers and Pat Clement as the Duck Race / Auburn Day Committee for the 2017 event. This follows actions the Board has taken in the past two or three years to enable the event and their volunteers to be officially designated by the Town.

***Mrs. Phillips moved to appoint Daniel Carpenter, Susan Jenkins, David Jenkins, David Rogers and Patricia Clement as the Duck Race Committee for 2017. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

#### NHDRA Equalization Assessment for Tax Year 2016

Mr. Herman informed the Board the Town has received notice from the NH Department of Revenue Administration (NHDRA) that the Town's overall equalization assessment – sales ratio for the land, buildings and manufactured housing within the community for Tax Year 2016 to be 90.8%. He indicated this is within the acceptable range of 90% to 110%, but very near to the low threshold. He also indicated the Town was scheduled to perform a statistical update in 2018, which would return the Town to close to a 100% ratio.

#### Rockingham County Fiscal Issues

Mr. Herman informed the Board a bill (HB 144) was moving through the Legislature that would enable Rockingham County to change from a calendar year budget to a fiscal year budget process. In and of itself, this would not dramatically affect the Town, and could make very good business sense for the County. However, there are questions being asked by municipal managers and administrators throughout the county as to process and what the overall plans of the County are for funding the transition year of an 18-month budget and the potential of semi-annual tax billing from the County to the municipalities. He reported questions have been poised to the County Commissioners and the County Finance Director, and they are promising information in the near future. At this point, this is information for the Board and there would be more information forthcoming. There was no action for the Board to take at this point in time.

#### Appointment of Parks & Recreation Coordinator

Mr. Herman reported to the Board that following the Board's last meeting, Amy Lachance of Auburn had accepted their offer of employment for the vacant Parks and Recreation Administrative Assistant position.

During discussions after the Board's last meeting, a suggestion was offered to change the job title from "Parks and Recreation Administrative Assistant" to Parks and Recreation Coordinator". The proposed title is more reflective of the totality of the tasks included in the job description, and many be more aligned to positions in other communities. Mr. Herman indicated there would be no changes to the job duties and expectations, just the job title. He recommended the Board approve the proposed change in job title.

Mr. Headd and Mrs. Phillips both expressed their pleasure Amy Lachance would be joining the Town staff and felt this would be a positive step for the Parks and Recreation

Commission and for the Town in general. They had no objection to the proposed change in job title.

***Mrs. Phillips moved to approve changing the job title of 'Parks and Recreation Administrative Assistant' to 'Parks and Recreation Coordinator'. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

***Mrs. Phillips moved to appoint Amy Lachance to the position of Parks and Recreation Coordinator effective February 13, 2017, and to establish a rate of pay as a Labor Grade 4, Step 7. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

## **Minutes**

### **January 30<sup>th</sup>, 2017 Public and Non-Public Meetings**

***Mrs. Phillips moved to approve the minutes of the January 30<sup>th</sup>, 2017 public meeting and the January 30<sup>th</sup>, 2017 non-public meeting. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mrs. Phillips moved to adjourn; Mr. Headd seconded the motion; all were in favor, the meeting ended at 2:15 p.m.***